

SUBMISSION PART

Appendix A: Qualification Form

Appendix B: Evaluation of Technical Offers

Appendix C: requested documents / forms

As individual:

- **Master Degree Certificate**
- **Curriculum Vita.**
- **Copy of Personal ID / Passport**
- **Copy of MoF Number certificate (if any)**
- **Copy of VAT Number (if any)**

As Company:

- **Registration Certificate**
- **Commercial Circular**
- **Copy of MoF Number certificate**
- **Copy of VAT Number (if any)**
- **Copy or Owner/s or Board members IDs / Passports**

Appendix D: Bidder References

Appendix E: Technical Proposal, working methodology & Provisional Timeframe

APPENDIX A QUALIFICATION FORM

1. We want some information about your company

| | | |
|--------------------------|--------------------------|--|
| Company Name | | |
| Legal Form | | |
| Founded (Year) | | |
| Established in (Country) | | |
| Bank Details | Account Holder | |
| | Bank Name | |
| | IBAN | |
| | BIC | |
| | Swift | |
| | Currency | |
| VAT-Registration Number | | |
| Physical Address | Street, Building, Floor, | |
| | City, Country | |
| | Telephone | |

| | |
|---|--|
| Name of Chief Executive Officer (CEO) | |
| Place and Date of Birth of CEO | |
| Name of Owner | |
| Place and Date of Birth of Owner (if individual) | |
| Website | |
| Sales & Marketing Contact | |
| Range of Services provided by the Company (Company Portfolio) | |
| For internal use of JWF only | |

2. Policy Statement Justice Without Frontiers

a. Justice Without Frontiers supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption.

- Human Rights
 - Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
 - Principle 2: make sure that they are not complicit in human rights abuses.
- Labour
 - Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
 - Principle 4: the elimination of all forms of forced and compulsory labour;
 - Principle 5: the effective abolition of child labour; and

- Principle 6: the elimination of discrimination in respect of employment and occupation.
- Environment
 - Principle 7: Businesses should support a precautionary approach to environmental challenges;
 - Principle 8: undertake initiatives to promote greater environmental responsibility; and
 - Principle 9: encourage the development and diffusion of environmentally friendly technologies.
- Anti-Corruption
 - Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:
<https://www.unglobalcompact.org>

By signing the Supplier Declaration, the approval and compliance with these principles is explicitly confirmed.

b. Justice Without Frontiers (JWF) renounces all forms of terrorism and money laundering

Justice Without Frontiers renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Justice Without Frontiers is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Justice Without Frontiers to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Justice Without Frontiers will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this."

Name and first name: [.....]

Duly authorized to sign this Offer on behalf of: [.....]

Place and date: [.....]

Stamp of the firm/company:

APPENDIX B EVALUATION OF TECHNICAL OFFERS

| Points | Criteria |
|--------|--|
| 10 | Experience in delivering transformational training programs: 0-1 years: 0 point 2 years: 5 points 3 years: 7 points 4 and above years: 10 points |
| 20 | Narrative Proposal Yes: 20 points No: 0 point |
| 20 | Master Degree in Psychology, Social Work or related field No: 0 Point Yes: 20 Points |
| 20 | Presentation Languages (Arabic & English) Yes: 25 points No: 0 points |
| 10 | Experience in the field of community development with NGOs and international organizations: Yes: 10 Points No: 0 Point |
| 20 | Submission of 2 Examples related to transformation training: NO Submission: 0 Points One Submission: 10 Points Two Submission: 20 Points |
| 100 | Total |

the contract will be awarded to the bidder who considered 70% for technical capacity and 30% on the financial offer.

APPENDIX C REQUESTED DOCUMENTS / FORMS

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APPENDIX D BIDDER'S REFERENCES

Name at least 3 Customer References: either customers in the Humanitarian sector, or customers which used similar services. Briefly present the customer, the nature of the consultant, the period, and the outcome of the deal.

Contact details is requested too for the 3 references customers.

| No. | Year | Project Name | Location | Contract Value in USD | Status | Completion date | Contact Person | Telephone | Email |
|-----|------|--------------|----------|-----------------------|--------|-----------------|----------------|-----------|-------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Please design the table into landscape and submit it in PART C – APPENDIX E BIDDER'S REFERENCES

APPENDIX E TECHNICAL PROPOSAL, WORKING METHODOLOGY & PROVISIONAL TIMEFRAME

It must include a proposal work methodology of the services as per the requested deliverables detailed in the **Part B – Terms of Reference**